



**STATEMENT OF PROCEEDINGS
FOR THE REGULAR MEETING OF THE
LOS ANGELES COUNTY AUDIT COMMITTEE**

**KENNETH HAHN HALL OF ADMINISTRATION
500 WEST TEMPLE STREET, ROOM 525
LOS ANGELES, CALIFORNIA 90012**

Thursday, February 28, 2013

10:30 AM

AUDIO LINK FOR THE ENTIRE MEETING. (13-1187)

Attachments: [AUDIO](#)

Present: Chair Dorinne Jordan, Member Avianna Uribe and
Member Lori Glasgow

Absent: Vice Chair Carl Gallucci, Member Genie Chough and
Member Louisa Ollague

Call to Order. (13-0869)

The meeting was called to order by Chair Dorinne Jordan at 10:45 a.m.

I. ADMINISTRATIVE MATTER

1. Approval of the January 24, 2013 meeting minutes. (13-0876)

On motion by Lori Glasgow, seconded by Avianna Uribe, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

II. BOARD POLICIES

2. Recommendation to approve amendments to Board Policy No. 5.110 - Contract Language to Assist in Placement Activities, and extend the sunset review date to March 18, 2017 (2/13/13). (13-0865)

On motion of Lori Glasgow, seconded by Avianna Uribe, this item was continued to March 28, 2013.

Attachments: [SUPPORTING DOCUMENT](#)

3. Recommendation to approve amendments to Board Policy No. 5.055 - Services Contract Solicitation Protest, and extend the sunset review date to March 31, 2017 (2/21/13). (13-1023)

Joe Sandoval, Internal Services Department (ISD), provided a brief overview of the current Services Contract Solicitation Protest process and the proposed modifications. He also confirmed that the revised services contract guidelines are issued by ISD.

Chair Dorinne Jordan recommended that a two year extension be granted instead of the four years requested by the Department.

On motion of Lori Glasgow, seconded by Avianna Uribe, this item was approved as amended to extend the Sunset Review date to March 31, 2015.

Attachments: [SUPPORTING DOCUMENT](#)

III. OLD BUSINESS

4. Recommendation to amend the following Board Policies by extending the sunset review date to July 13, 2013:
- 6.100 - Information Technology and Security Policy
 - 6.101 - Use of County Information Technology Resources
 - 6.102 - Countywide Antivirus Security Policy
 - 6.103 - Countywide Computer Security Threat Responses
 - 6.104 - Use of Electronic Mail (e-mail) by County Employees
 - 6.105 - Internet Usage Policy
 - 6.106 - Physical Security
 - 6.107 - Information Technology Risk Assessment
 - 6.108 - Auditing and Compliance (12/19/12) (Continued from meeting of 1/24/13). (13-0137)

Robert Pittman, Chief Information Office indicated that the six-month sunset review date extension was being requested to allow sufficient time for the revised policies to be reviewed by all stake holders. The policies will be submitted to the Operations Cluster sometime in April or May.

On motion of Avianna Uribe, seconded by Dorinne Jordan, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

5. Recommendation to approve substantive changes to Board Policy No. 6.020 - Chief Information Office Board Letter Approval, extend the sunset review date to December 31, 2016 and submit to the Board of Supervisors for final action (10/18/12) (Continued from meetings of 10/25/12, 12/12/12 and 1/24/13). (12-4890)

On motion of Lori Glasgow, seconded by Avianna Uribe, this item was continued to March 28, 2013.

Attachments: [SUPPORTING DOCUMENT](#)

6. Recommendation to approve substantive changes to Board Policy No. 9.110 - Employment Eligibility Verification Program (E-VERIFY) (Formerly known as INS Basic Employment Pilot), extend the sunset review date to November 30, 2016 and submit to the Board of Supervisors for final action (11/5/12) (Continued from meetings of 12/12/12 and 1/24/13). (12-5454)

On motion of Avianna Uribe, seconded by Lori Glasgow, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

7. Recommendation to approve amendments to Board Policy No. 9.120 - Employment of Qualified GAIN/GROW Participants - County Departments, and extend the sunset review date to March 31, 2016 (1/9/13) (Continued from meeting of 1/24/13). (13-0414)

On motion of Avianna Uribe, seconded by Lori Glasgow, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

8. Recommendation to approve amendment to Board Policy No. 3.140 - Media Policy Guidelines for Departments, by extending the sunset review date to March 29, 2023 (1/10/13) (Continued from meeting of 1/24/13). (13-0387)

On motion of Avianna Uribe, seconded by Lori Glasgow, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

9. Recommendation to approve amendment to Board Policy No. 3.050 - Identification Cards and extend the sunset review date to March 31, 2017 (1/11/13) (Continued from meeting of 1/24/13). (13-0413)

On motion of Avianna Uribe, seconded by Lori Glasgow, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

10. Recommendation to approve amendments to Board Policy 5.054 - Evaluation Methodology for Proposals and extend the sunset review date to March 31, 2017 (1/14/13) (Continued from meeting of 1/24/13). (13-0412)

On motion of Avianna Uribe, seconded by Lori Glasgow, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

11. AIDS Healthcare Foundation, Inc. - A Department of Public Health HIV/AIDS care and Prevention Service Contract Provider (8/16/12) (Continued from meetings of 10/25/12, 12/12/12 and 1/24/13). (12-3883)

On motion of Lori Glasgow, seconded by Avianna Uribe, this item was continued to March 28, 2013.

Attachments: [SUPPORTING DOCUMENT](#)

12. Southern California Alcohol and Drug Programs, Inc. - A Department of Public Social Services Domestic Violence Supportive Services and Community Service Block Grant Programs Provider - Follow-Up Review (11/19/12) (Continued from meetings of 12/12/12 and 1/24/13). (12-5515)

On motion of Avianna Uribe, seconded by Lori Glasgow, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

13. Review of Community Development Commission's Fleet Management Contract (Board Agenda Item 63-B, December 4, 2012) (12/10/12) (Continued from meeting of 1/24/13). (12-5828)

On motion of Lori Glasgow, seconded by Avianna Uribe, this item was referred back to the Auditor-Controller.

Attachments: [SUPPORTING DOCUMENT](#)

14. Project: Peacemakers, Inc. - A Department of Public Social Services Domestic Violence Supportive Services Program Provider - Contract Compliance Review Fiscal Years 2010-22 and 2011-12 (12/26/12) (Continued from meeting of 1/24/13). (13-0151)

On motion of Avianna Uribe, seconded by Lori Glasgow, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

15. Audit of the Los Angeles County Regional Park and Open Space District for the year ended June 30, 2012 (1/4/13) (Continued from meeting of 1/24/13). (13-0303)

On motion of Avianna Uribe, seconded by Lori Glasgow, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

16. Centers for Innovation in Health, Mental Health, and Social Services, DBA Prototypes - A Department of Mental Health and Department of Public Health Contract Service Provider - Contract Compliance Review - Fiscal Years 2009-10-2010-11 and 2011-12 (1/16/13) (Continued from meeting of 1/24/13). (13-0442)

On motion of Avianna Uribe, seconded by Lori Glasgow, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

IV. REPORTS

17. Office of the Assessor - Review of Business Operations (Board Agenda Item 36-A, April 10, 2012) (1/18/13). (13-0492)

On motion of Lori Glasgow, seconded by Avianna Uribe, this item was continued to March 28, 2013.

Attachments: [SUPPORTING DOCUMENT](#)

18. Sheriff's Department - Unincorporated Area Patrol (Board Agenda Item 36, April 17, 2012) (1/25/13). (13-0613)

On motion of Avianna Uribe, seconded by Lori Glasgow, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

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19. Proposition A Contracts Review - Probation Department Food Services at Barry J. Nidorf Juvenile Hall, Central Juvenile Hall, Challenger Memorial Youth Center, and Los Padrinos Juvenile Hall (Board Agenda January 29, 2013, Item 34) (1/28/13). (13-0614)

On motion of Avianna Uribe, seconded by Lori Glasgow, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

20. Probation Department Juvenile Halls Department of Justice Settlement Agreement Follow-Up Review (1/31/13). (13-0670)

On motion of Lori Glasgow, seconded by Avianna Uribe, this item was continued to March 28, 2013.

Attachments: [SUPPORTING DOCUMENT](#)

21. District Attorney's Asset Forfeiture Fund (2/5/13). (13-0730)

On motion of Avianna Uribe, seconded by Lori Glasgow, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

22. Internal Control Certification Program (ICCP) for Fiscal Year 2012-2013 (2/5/13). (13-0739)

On motion of Avianna Uribe, seconded by Lori Glasgow, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

23. Proposition A Contract - Department of Health Services Housekeeping Staffing Services Contract (Board Agenda February 12, 2013, Item 15) (2/8/13). (13-0814)

On motion of Avianna Uribe, seconded by Lori Glasgow, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

24. Department of Public Social Services - Chicana Service Action Center, Inc. Contract Extension and Solicitation Disqualification Review (2/12/13). (13-0850)

On motion of Lori Glasgow, seconded by Avianna Uribe, this item was continued to March 28, 2013.

Attachments: [SUPPORTING DOCUMENT](#)

25. Fiscal Year 2012-13 Second Quarter Report on Audit-Related Funding Transferred from General Fund Departments (2/20/13). (13-0993)

On motion of Avianna Uribe, seconded by Lori Glasgow, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

V. DISCUSSIONS

26. Review and discussion of Committees and Commissions that do not require a sunset review date (Continued from meetings of 10/25/12, 12/12/12 and 1/24/13). (12-3918)

Lori Glasgow instructed staff to create a memo, on behalf of the Audit Committee, that would ask the Department of Military and Veterans Affairs to review their Veterans' Advisory Commission and report back with any recommended changes to the qualifications of appointees and the possibility of including a sunset review date.

Chair Dorinne Jordan referenced a request made by the Arts Commission at a previous meeting in which the Executive Director expressed concern of the staff time and cost associated with their three year sunset review and asked that a longer period be considered.

Jim Schneiderman, Auditor-Controller, indicated that audit findings addressing concerns with their ability to generate sponsorship for their holiday concert resulted in the Board of Supervisors shortening their sunset review to three years. Mr. Schneiderman advised that a report is scheduled to be completed by the next Audit Committee meeting and recommendations on the timeframe are welcomed. Lori Glasgow recommended a four year extension be granted.

Attachments: [SUPPORTING DOCUMENT](#)

27. Pending Audits/Monitoring Reports. (13-0883)

Jim Schneiderman, Auditor-Controller (A-C), explained that there are two pending audits with the Assessor's Department.

Member Lori Glasgow requested that the A-C report the cost and fund balance of each completed Board ordered audit. The frequency of the reporting and information provided will be discussed at the next meeting.

28. Contract Monitoring Practices. (13-0959)

Don Chadwick, Auditor-Controller, requested that this item be continued.

On motion of Lori Glasgow, seconded by Avianna Uribe, this item was continued to March 28, 2013.

29. Fiscal Year 2012-2013 Cash Flow Projection. (13-0878)

On motion of Avianna Uribe, seconded by Lori Glasgow, this item was received and filed and the members agreed that this item should only be placed on the agenda to discuss inconsistencies.

Attachments: [SUPPORTING DOCUMENT](#)

VI. MISCELLANEOUS**30. Matters not on the posted agenda (to be Presented and Placed on the Agenda of a Future Meeting). (13-0872)**

There were no matters discussed on this item.

31. Public Comment. (13-0873)

No members of the public addressed the Commission.

32. Adjournment. (13-0875)

There being no further business to discuss, the meeting adjourned at 11:15 a.m.